

Retention and Classification Report

Agency: Department of Transportation. Materials and Research Section
(673)
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Records Officer Randall Park

25314	Asphalt lab reports
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AGENCY: Department of Transportation. Materials and Research Section

SERIES: 25314

3

TITLE: Asphalt lab reports

DATES: 1993-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains lab worksheets used by the department when testing liquid asphalt samples. Suppliers provide product samples that are tested to ensure the asphalt meets with the department's quality specifications. The results are used in the grading and pricing of asphalt used by the Utah Department of Transportation. Reports include information such as the sample number, supplier name, grade, algebraic difference, dynamic shear, rotational visc, phase angles, and pressure ageing vessel.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 25314

TITLE: Asphalt lab reports

(continued)

APPRAISAL:

Administrative

This retention reflects the administrative needs of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 3317

4

TITLE: Bridge inspection workbook

DATES: i 1983-

ARRANGEMENT: Alphanumerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These workbooks contain data on fabrication and inspection of steel girders to ascertain compliance with construction and safety regulations. They include notes on inspection, mill test reports on steel used, description and condition of steel girders.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 3317

TITLE: Bridge inspection workbook

(continued)

APPRAISAL:

Administrative

This disposition is based on the reference value of these records.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 8671

3

TITLE: Bridge inspection workbook (concrete)

DATES: 1983-

ARRANGEMENT: Alphanumerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These workbooks contain data on fabrication and inspection of concrete bridge girders to ascertain compliance with construction and safety regulations. They include notes on inspection, manufacturing certifications of materials, and findings of the inspection.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 8671

TITLE: Bridge inspection workbook (concrete)

(continued)

APPRAISAL:

Administrative

This disposition is based on the reference needs expressed by the agency.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 3316

4

TITLE: Foundation, soil, and aggregate testing summary project files

DATES: i 1983-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These summaries record all foundation, soil, and aggregate tests to evaluate condition of parcels of land for construction purposes. They include summary of test data, soil descriptions, engineers' work copies, location of soils tested, project file log, and test report sheets.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the agency.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 3316

TITLE: Foundation, soil, and aggregate testing summary project files

(continued)

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 10267

3

TITLE: Individual radiation exposure records

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

The Nuclear Gauge Unit creates and maintains these records to comply with Utah Division of Radiation Control regulations concerning maximum radiation exposure to employees. Information includes radiation unit dosage per individual, name, and social security number. These records are valuable throughout the life of the employee as part of their radiation exposure history. They are also crucial during litigation.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

This disposition is based on R447-15-401(3)(a) and 10 CFR 20.401(c)(1) which state that the records shall be preserved "until the commission authorizes disposition." The state Division of Radiation Control recommended permanent retention due to litigation interests.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 10267

TITLE: Individual radiation exposure records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 20327

3

TITLE: Lab performance audit records

DATES: 1975-1976

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These are clippings, correspondence, and other papers relating to a legislative performance audit of the Materials Laboratory Testing division.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the information provided on funding, policy, and performance of a division.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 18877

3

TITLE: Materials and research correspondence

DATES: 1964-1977

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 81171

3

TITLE: Materials certifications

DATES: 1980-

ARRANGEMENT: Alphabetical by county thereunder numerical by project number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files verify the quality of materials used in road construction. They include test reports, correspondence, and certification documentation of various materials.

RETENTION:

Retain 5 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until project has been closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 81171

TITLE: Materials certifications

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the high reference value the engineering notes have for future projects.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 10266

3

TITLE: Microfilm index

DATES: 1986-

ARRANGEMENT: Alphanumeric by project number

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a computerized index which keeps track of where information can be found on microfilm. Information is accessed by project number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the agency and the obvious value of an index.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 10266

TITLE: Microfilm index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 23127

3

TITLE: Publications

DATES: 1962-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/09/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 23128

3

TITLE: Transportation research needs workshop proceedings

DATES: 1995-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains the annual proceedings for the Utah Transportation Research Advisory Council (UTRAC) workshop which is organized under the direction of the Research Division of the Utah Department of Transportation. The purpose of the meetings and the resulting documents are to develop an effective, results-oriented priority program for statewide transportation research during the next few years. The documents cover specific research areas including construction and maintenance; materials and pavements; hydraulics, roadway design, landscape, and environmental issues; the Intelligent Vehicle Highway System (IVHS), planning, traffic and safety; and structures and geotechnical issues.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/27/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Records in this series document sponsorship of the Utah Transportation Research Advisory Council (UTRAC) workshop which was organized under the direction of the Research Division of the Utah Department of Transportation. These records have ongoing research value.

AGENCY: Department of Transportation. Materials and Research Section

SERIES: 23128

TITLE: Transportation research needs workshop proceedings

(continued)

PRIMARY CLASSIFICATION:

Public